



**City of Freeport**  
**REGULAR COUNCIL MEETING**  
6:00 p.m./Council Chambers/Freeport City Hall  
May 25, 2017 Minutes

**I. Meeting Opened**

The May 25, 2017 Regular Council Meeting was called to order at 6:00 p.m. by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

Council Members present: Mayor Russ Barley, Councilwoman Kasey Cuchens, Councilwoman Janice McLean, Councilwoman Jennifer Laird, Councilwoman Elizabeth Brannon, and Councilman Eddie Farris

Staff present: City Clerk Rebecca Podraza, City Attorney Clay Adkinson, Finance Officer Sara Bowers, Parks Director Dana Weiler, Water Supervisor Larry Tuggle, City Engineer Cliff Knauer, City Engineer William Menadier, and City Planner Latilda Hughes-Neel.

**II. Invocation and Pledge of Allegiance**

The invocation was given by Councilwoman Cuchens, followed by the Pledge of Allegiance to the American Flag.

**III. Recognition of Guests**

Austin Mount, Executive Director of the West Florida Regional Planning Council

**IV. West Florida Regional Planning Council/Presentation of the Master Recreation Plan**

- Austin Mount opened the presentation and explained to the Council that the final draft of the Master Recreation Plan will need to be reviewed and turned back into WFRPC by Tuesday, May 23rd for the final draft to be prepared. He provided a hard copy to the Council for review. He then turned the presentation over to Ms. Jessica Paul.
- Ms. Paul presented the Master Recreation Plan to the Council.

**V. Public Comment on Consent Agenda: None**

**VI. Approval of Consent Agenda**

- Pay all Bills in Order
- May 9, 2017 Regular Meeting
- May 16, 2017 Special Meeting – Well 6 @ Sports Complex
- May 16, 2017 Workshop – Waiver of Fees
- Approve Waiver of Fees for Walton County Sheriff's Office
- Approve Waiver of Fees for Special Olympics

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

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*Council Action: Councilman Farris made a motion to approve the Consent Agenda as presented. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.*

**VII. Consideration of Additions/Deletions to Agenda**

**Additions:**

- Cuchens – Direction Signs on 331 & 20
- Cuchens – Updates
- Legal – Brandon Oaks
- Parks & Rec. – Staff approval for the pool
- Parks & Rec. – Pool Admission Fees

**Deletions:**

- Farris – Permission to ask county to put rumble strips on North Street at the stop sign leading to Madison Street
- Time change for our council meeting on Tuesday's
- Street Light on Blue Ridge Parkway

**VIII. Approval of Agenda with Additions/Deletions**

*Council Action: Councilman Farris made a motion to approve the Agenda with specified Additions and Deletions as presented. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried*

**IX. Staff Reports**

**A. City Clerk Matters**

1. Personnel Policies & Procedures Consultant Bid

*Council Action: Councilman Farris made a motion to approve the Proposal/Contract with Quest Management Consultants, LLC for services to review and update the City's Personnel Policy Manual for a total not to exceed \$3,200.00. Councilwoman Laird seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.*

2. Staff Strategic Planning Update

- Clerk Podraza gave an update on the Staff Strategic Plan and the Staff Luncheon that was held on May 24, 2017. Staff was receptive and a wonderful time was had by all. Podraza thanked Park's Director Weiler for all her help with the Strategic Plan. Clerk Podraza

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requested a Workshop to present Council with the Staff Strategic Plan.

*Council Action: Councilwoman Cuchens made a motion to schedule a Workshop for the Staff Strategic Plan Presentation to be held on June 15<sup>th</sup> at 5:00 PM. Councilwoman Laird seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.*

3. City Website Update

- Clerk Podraza advised the Council that the content for the website was approved by Opportunity Florida and Enterprise Florida on May 15<sup>th</sup>. The new City Website is moving along quickly. Staff Training will be conducted on-site by Municode Representative Dave Fells on June 8, 2017. A Special Meeting to approve the final product will be requested at the June 13, 2017 Regular Council Meeting.

B. Finance Officer

1. Purchasing Policy

- Staff Finance Officer Sara Bowers presented the final draft of the Purchasing Policy.

*Council Action: Councilwoman McLean made a motion to approve the City of Freeport Purchasing Policy as presented. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.*

C. Planning & Zoning Dept.: None

D. Legal Matters

1. Brandon Oaks Subdivision

- City Attorney Clay Adkinson presented a letter sent from the Walton County Board of County Commissioners regarding the Brandon Oaks Subdivision. The BCC voted to present the City of Freeport with the following proposal:
  - a. BCC Requests the City of Freeport Waive the Two Thousand Dollar (\$2,000) per household tap fee.
  - b. The BCC Will pay the City of Freeport the Two Thousand Five Hundred Dollars (\$2,500) per household impact fees
  - c. The BCC will declare that a health and safety emergency exists in the Brandon Oaks Subdivision and will secure a contractor, through the competitive bid process, to perform the work to abandon all existing septic tanks and connect the identified homes to the City of Freeport Sewer System.

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- Public Comment was received by Mr. Jay Odom and Mr. Bobby Rogers.
- Council discussion ensued.

*Council Action: Councilwoman McLean made a motion to reject the Walton County Board of County Commissioners request for forgiveness of fees regarding Brandon Oaks. Councilwoman Cuchens seconded the motion.*

Discussion was requested by Councilwoman Brannon who stated for the record that Brandon Oaks is in the City of Freeport's Franchise and that the health issues of Brandon Oaks needs to be addressed. Council discussion ensued. Councilwoman Cuchens, Councilwoman McLean and Councilman Farris all spoke regarding the County being responsible for taking corrective action at Brandon Oaks.

*Four ayes, (Cuchens, Farris, Laird, McLean); one nay, (Brannon); motion carried.*

2. Grievance Procedure Resolution

*Council Action: Councilwoman Cuchens made a motion to approve the Grievance Procedure Resolution #2017-09. Councilwoman McLean seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.*

E. Parks Dept.

1. Pool Admission Fees

- Parks Director Dana Weiler presented the proposed of the 2017 Pool Admission Fees. Council Discussion ensued.

*Council Action: Councilwoman Cuchens made a motion to keep the fee based programs at the pool the same as last year. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.*

*Council Action: Councilwoman Cuchens made a motion for the following:*

- *Residents/non-residents admission fees will remain the same as last year*
- *Season pass for under four (4) people will remain the same as last year*
- *Season pass for five (5) or more people will remain the same as last year*
- *Fee for Private Rental After 6:00 pm will increase to \$75.00 per hour*

*Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.*

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**2. Staffing for the Pool**

*Council Action: Councilwoman Cuchens made a motion to hire Susan McMinamin as a part-time, seasonal lifeguard starting June 1, 2017 at \$13.00 per hour. Councilwoman McLean seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.*

*Council Action: Councilman Farris made a motion to hire Justice McKinney, Brianna Watson, and Anthony Dubose as part-time, seasonal Pool Attendants beginning June 1, 2017 at \$11.50 per hour. Councilwoman Laird seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.*

- CPR will is tentatively scheduled for June 1<sup>st</sup> at 6:30 PM for all Pool Attendants and the Parks Director. This certification will be good for 2 years. Cost has not yet been confirmed.
- Parks Director Weiler updated the Council on the list provided by the Pool Renovation Contractor that was presented at the Special Meeting on May 23<sup>rd</sup>. All the work on the check list requested of Parks & Recreation is complete, except for cleaning the pool decks and this is due to construction debris on the decks.
- City Attorney Adkinson advised the Council that City Staff and the City Attorney's Office have verified there is not a Resolution or Ordinance mandating certified lifeguards be staffed at the City Pool. It seems to have been a County requirement in the contracted pool management agreement in 2009 with the YMCA.
- The Florida League of Cities FMIT Insurance Carrier has verified that the City is not mandated to have lifeguards at the pool but recommends the City have them.

**F. Engineering**

**1. Engineering Update Report**

- The Engineering Update Report was distributed and presented by William Menadier.
- An Impact Fee Workshop was requested by Engineering

*Council Action: Councilwoman Cuchens made a motion to hold a Workshop for Impact Fees immediately following the Regular Council Meeting on June 13, 2017. Councilwoman McLean seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.*

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2. 331 Watermain Extension Project
  - Water Supervisor Larry Tuggle requested to meet with Engineering prior to the next meeting for a final decision on the 331 Watermain Extension Project. No action was taken.
3. Approval of Welcome Signs Proposal
  - City Engineer William Menadier gave the Council the status on the FDOT requirements of the Freeport Welcome Signs and presented the Scope of Work Agreement by Dewberry Preble-Rish in the amount of \$3,000.00. Council discussion ensued.

*Council Action: Councilman Eddie Farris made a motion to approve the Welcome Sign Proposal in the amount of \$3000.00 presented by Dewberry Preble-Rish. Councilwoman Brannon seconded the motion. Call for discussion was made:*

Cliff Knauer approached the podium and gave a more in depth explanation of the cost for the foundation and the breakaway posts needed to comply with FDOT to install the signs.

*Councilman Farris withdrew his motion; Councilwoman Brannon withdrew her second. No action was taken.*

4. Alex Rouchaleau with Dewberry approached the podium and addressed the Council regarding the Freeport elevated water storage tank bids. The results were received on May 18, 2017. Two bids were received. This item was not requested to be on the agenda and City Attorney Adkinson recommended it be tabled until the next Regular Council Meeting on June 13, 2017.

G. Water Dept.: None

H. Sewer Dept.

1. Councilwoman McLean
  - Councilwoman McLean thanked the Sewer Department Employees for all the work they have done at the plant.

**X. Old Business**

A. Impact Fees: None

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**XI. New Business**

A. Mayor Russ Barley: None

B. Councilwoman Brannon

1. Legislative Matters

- Councilwoman Brannon reported that the North-West Florida League of Cities dinner was held on Friday May 19, 2017. The NWFLC event on Saturday May 20, 2017 included the swearing in of new Board Members. Councilwoman Brannon welcomed Councilman Eddie Farris and Mayor Russ Barley to the Board of Directors and thanked them for their service to the NWFLC.
- Councilwoman Brannon also announced that Mayor Russ Barley was elected for the Municipal Official of the Year for the NWFLC. This is a very prestigious award named after Councilmember PC Woo from Pensacola who was a former NWFL President, FLC President and is currently serving on the National League of Cities Board. The NWFLC is a group of cities made up of seventeen (17) Counties and fifty-two (52) Cities. Councilwoman Brannon congratulated the mayor and announced that the award is in the front entrance of Freeport City Hall for all to see.

C. Councilwoman Cuchens

1. Updates

- Councilwoman Cuchens briefed the Council on the Regional Infrastructure Priority Meeting that she attended with Councilwoman McLean on May 17<sup>th</sup>. The meeting included a dynamic group of people including Mr. Kevin Bloom who is a Candidate in this year's election. Everyone in attendance was provided valuable information.
- Councilwoman Cuchens informed the Council that the City of Freeport has been awarded \$100,000.00 for a Cultural Arts Center. A straight appropriation had been put through Senator Drakes Office by Parks Director Weiler and Councilwoman Cuchens. More grants for the Cultural Arts Center will be applied for in the future to complete the project.

2. Direction Signs on 331 & 20

- Councilwoman Cuchens addressed the Council regarding Directional Signs being installed to bring people into Freeport off 331. This was a concept presented to her that she feels is a great idea and she wanted to share with the Council. These signs could direct people to local business as well as Freeport Parks, Water Ways and Boat Launches.

D. Councilman Farris

1. Update on County Maintaining City Streets

- Councilman Farris talked with the County Administrator regarding the County maintenance of the Freeport City Streets. He has met with some of the County Public

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Works staff as well. Councilman Farris will be bringing information to the June 13<sup>th</sup> meeting regarding the County Maintenance of Freeport City streets and the local gas tax.

- City Planner Hughes-Neel gave the Council some history on the Street Maintenance. Council discussion ensued.
- 2. ~~Permission to ask county to put rumble strips on North Street at the stop sign leading to Madison Street~~
- 3. Discussion with the county about replacing old speed limit and stop signs with new signs throughout the city.
- Councilman Farris spoke to the County regarding replacing some of the old signs.
- 4. ~~Time change for our council meeting on Tuesday's~~
- 5. ~~Street light on Blue Ridge Parkway~~

E. Councilwoman Laird: None

F. Councilwoman McLean

1. Various Meetings Attended Updates
  - Councilwoman McLean thanked Parks Director Weiler and Parks Director Assistant Chris Campbell for all their help with the First Choctawhatchee River Festival on May 13, 2017. The event was sponsored by River Way South, which Councilwoman McLean is a Board Member. The festival was a success despite the weather.
  - Councilwoman McLean and Councilwoman Cuchens attended a meeting at the Tourist Development Council (TDC) called *U.S. Treasury and Walton County Board of County Commissioners*. An informational handout from the meeting was provided by Councilwoman McLean for Council to review.
2. Florida Rural Water Update
  - Councilwoman McLean met with the representatives who are doing the study on the City's Waste Water Treatment Plant, lines and lift stations. They are pleased with the progress the Sewer Department has made at the Plant.
  - Robert Fawcett and Bridgett Hilgenberg are working on a GIS locator of all the manholes. There are over a thousand manholes that need to be maintained by the Sewer Department.

## **XII. Public Comment**

- Gary Adams approached the podium to discuss the City Veterans Memorial maintenance issues as well as weeds in the playground and basketball court. Councilwoman Cuchens explained the City Veterans Memorial is handled and maintained by the Freeport Town Planters Society. They are all volunteers and do an incredible job of maintaining the

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Memorial as best they can. Anyone is welcome to volunteer.

- Dan Curry volunteered his Youth Sports Group to clean up the Veterans Memorial as part of their Community Outreach Program. The Council thanked Mr. Curry for his volunteering, this is greatly appreciated.
- Parks Director Weiler confirmed during the meeting that the CPR/First Aid Training will be on June 2<sup>nd</sup> at \$50.00 per staff member. Five staff members will be training.
- Councilwoman Cuchens requested the Pool opening June 1<sup>st</sup> be posted on the signs to get the word out to the Community. The Mayor and Clerk will take care of it.

**XIII. Adjournment**

Mayor Barley adjourned the meeting at 8:05 p.m.

FREEPORT CITY COUNCIL

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Council President

ATTEST

\_\_\_\_\_  
City Clerk

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